

Required Information from Telecommunications Coordinators (TC) for OTM/Web Billing Security Access

Yes___ No___ Print and mail my OTM bill
Yes___ No___ I would like to have the capability to view and/or download my OTM
bill via the Internet

First name: _____

Last name: _____

Initial Password:* _____

Email Address: _____

Phone number: _____

Department/agency
name/description: _____

List the OTM Accounting units/Cost Center numbers that you are authorized to view on
the Web**

TC Signature _____

Date _____

* Passwords are alpha/numeric, case sensitive, and required to be from 6 to 20 positions long.

** Please check accounting unit/cost center numbers for accuracy and confirm with your
agency fiscal officer.

**If you decide to download your bill from the Internet at a later date and
do not want OTM to print and mail it, you must notify OTM by the 19th
of the month or you will continue to receive the printed bill, and be
charged \$.50 per printed page.**

Instructions for Web Billing Security Access Form (OTM-26)(Revised 2/03)

Submit a separate form for each agency telecommunications coordinator.

Print And Mail My OTM Bill Mark Yes to receive a printed copy of the OTM bill.
Mark No if you do not want a printed copy of the OTM bill.

**I Would Like To Have The
Capability To View And/Or
Download My OTM Bill Via The
Internet** Mark Yes or No.

First Name First name of agency telecommunications coordinator completing the form.

Last Name Last name of agency telecommunications coordinator completing the form.

Initial Password Case-sensitive alphanumeric password of the telecommunications coordinator's choice. Must be six to twenty characters.

Email Address Internet e-mail address of agency telecommunications coordinator completing the form.

Phone Number Ten-digit telephone number of agency telecommunications coordinator completing the form.

**Department/Agency
Name/Description** Name of department and section whose billing information will be available to the TC.

**List OTM Accounting
Units/Cost Center Numbers
That You Are Authorized To
View On The Web** All OTM accounting units or cost center numbers that the TC will be authorized to view on the web. Accounting units/cost center numbers should be confirmed with the agency's fiscal officer.

TC Signature Signature of the agency telecommunications coordinator.

Date Date the form was signed.